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HARYANA GOVERNMENT

REVENUE AND DISASTER MANAGEMENT DEPARTMENT

Notification

The 2nd December, 2015

No. 3325-R-6-2015/18243.— In pursuance of sub-rule(4) of rule 3 of the Citizenship (Registration of Citizens and Issue of National Identity Cards) Rule 2003, the Governor of Haryana hereby decided to prepare and update the National Population Register and the field work for house to house enumeration throughout the State for collection of information relating to all persons who are usually residing within the jurisdiction of Local Registrar shall be undertaken from 1st January, 2016 to 31st January, 2016.

DR. DALIP SINGH,

Additional Chief Secretary & Financial Commissioner to Government,
Haryana, Revenue and Disaster Management Department.

HARYANA GOVERNMENT

ELECTRONICS & INFORMATION TECHNOLOGY DEPARTMENT

Notification

The 2nd December, 2015

No. Admn./299/ISIT/2922.— The Governor of Haryana is pleased to make some modifications/amendments in the Haryana e-Seva Scheme for Common Services Centres issued by this Department *vide* Notification No. Admn./299/ISIT/2290 dated 27th April, 2015. Accordingly, the duly modified/amended scheme is attached at **Annuxure 'X'**.

KESHNI ANAND ARORA,

Additional Chief Secretary to Government, Haryana,
Electronics & Information Technology Department.

ANNEXURE-X

Haryana e-Seva Scheme for Common Services Centres**Preamble:**

Whereas Information & Communication Technology (ICT) has become widely pervasive in the recent decades and its use has increased the levels of expectations in the ease, efficiency, timeliness and transparency in the delivery of citizen services from various Departments and Agencies of the Government.

Whereas the establishment of 'Common Service Centres' (CSCs) in the State for the delivery of citizen services in electronic mode has been recognized as one of the basic IT infrastructure components under the National eGovernance Plan (NeGP).

Whereas the Departments and Agencies of Haryana State are gearing up to deliver citizen services in electronic mode on an ambitious scale and hence establishment of the CSCs as key citizen interface points has become very essential.

And whereas, it has become necessary in public interest to provide delivery of various citizen services in electronic mode at affordable charges.

Accordingly, the Governor of Haryana is pleased to notify this scheme for establishment and roll-out the CSCs under the name and style of "**Haryana e-Seva**" throughout the State of Haryana following a Private Entrepreneurship Business Model, in line with the approach envisaged by Government of India. The private entrepreneur, known as the Village Level Entrepreneur (VLE)/ Urban Level Entrepreneur (ULE), be it the rural or the urban area, as per the GoI nomenclature, is to be selected as the CSC operator and is to be authorized to act as a citizen service delivery point on behalf of the Government.

1. The Scheme:

This Scheme may be called the "**Haryana e-Seva Scheme for Common Services Centres,**" and shall be applicable throughout the State of Haryana. It shall come into force from the date of its Notification in the Official Gazette.

2. Abbreviations/ Definitions:

- (i) **Act** shall mean the Information Technology Act, 2000
- (ii) **ALC** refers to Authorized Learning Centre established by the HKCL
- (iii) **B2C** refers to Business to Citizen service(s)
- (iv) **CIDR** stands for the 'Citizen Identity Data Repository'
- (v) **CSC** refers to Common Service Centre(s)
- (vi) **CSC-SPV** refers to the CSC eGovernance Services India Ltd., a Special Purpose Company established by DeitY, GoI
- (vii) **Citizen Service** is a generic term that refers to a service(s) that is offered to the citizen through the Common Service Centre
- (viii) **CFC** refers to Citizen Facilitation Centre(s)
- (ix) **DC** refers to Deputy Commissioner (of the District)**DeGS** means and refers to the District eGovernance Society in a given district under the chairmanship of the Deputy Commissioner concerned
- (x) **DITS** refers to District IT Society and works as DeGS
- (xi) **DeitY** refers to the Department of Information Technology, GoI
- (xii) **DIO** refers to District Information Officer
- (xiii) **eSDA** refers to Electronic Service Delivery Agency, the nodal body in the State that facilitates the electronic delivery of citizen services
- (xiv) **e-Disha Centres** also known as e-Disha Ekal Sewa Kendra refers to the service delivery channels that are functional at the offices of the district administration in the State
- (xv) **G2C** refers to Government to Citizen Service(s)
- (xvi) **Government, GoH**, unless the context specifies, will refer to the Government of Haryana
- (xvii) **GoI** refers to the Government of India
- (xviii) **HKCL** refers to Haryana Knowledge Corporation Limited established under the Companies Act as an organization to promote IT learning and IT literacy programs
- (xix) **IVISS** stands for the 'Integrated Village Information and Services Delivery System' and refers to a software integration platform used for enabling service delivery
- (xx) **Lease Rentals** refers to the monies payable by a VLE/ULE in respect of the premises
- (xxi) **NIC-HSU** refers to National Informatics Centre- Haryana State Unit
- (xxii) **NIELIT** refers to National Institute of Electronics and Information Technology
- (xxiii) **Security Deposit** refers to the amount to be deposited with the eSDA or its authorized agency to enable the VLE to carry out service delivery operations

- (xxiv) **Services Charges** refers to the charges payable by the service seeker in respect of a citizen service
- (xxv) **SRDB** refers to the 'State Resident Database' which is a repository containing citizen information State, unless specified, shall mean the State of Haryana
- (xxvi) **VLE** stands for the 'Village Level Entrepreneur' and refers to a private person (including an entity where permissible) who is responsible for operating and managing the CSC in village/panchayat.
- (xxvii) **ULE** stands for the 'Urban Level Entrepreneur' and refers to a private person (including an entity where permissible) who is responsible for operating and managing the CSC in urban area.

Note: Words and expressions used and not defined herein shall have the same meanings assigned to them as in the Information Technology Act, 2000, and Rules framed there under.

3. **Approach to delivery of services in electronic mode - a convergence model**

3.1 A convergence model has been envisaged wherein the CSC is authorized to transact businesses and deliver a rich basket of relevant services to the citizens from multiple government departments/ enterprises/ agencies besides the private and financial sectors. This convergence is sought to be achieved by clubbing the following categories of services:-

A. **G2C Services:**

The G2C services constitute an ever-expanding field, with inherent limitations of the process of electronic workflow based approval by the competent authority. An illustrative list of such Citizen Services have been identified and included in **Annexure-1** along with the service charges. However, actual delivery of these services in electronic mode is incumbent upon the readiness of automation of back-end workflow processes of the concerned departments being taken up progressively. Uniform rates of Service Charges payable to the CSC by the service seeker in respect of each service request transacted by them in electronic mode have also been prescribed. Such service charges shall be over and above any statutory government fees/ receipts that may be payable by the service seeker. The IT Department has developed an in-house application which is an enabling platform to bring about such technology and operational convergence, with a facility to accept all government and non-Government payments at the CSC. This software would, inter alia, ensure secure operations, whereby citizen service requests can only be authorized by the competent authority. The CSC would act as a channel to enhance the citizen outreach and efficiency of service delivery.

B. **B2C Services**

A Memorandum of Understanding (MoU) has been entered with CSC-SPV India Limited, a Special Purpose Vehicle (SPV) formed under the Department of Information Technology, Government of India, which has already prepared a rich basket of the B2C Services for delivery through the CSCs. These services include the arrangements for the CSC to be recognized as a Bank Correspondent (i.e. Business Correspondent as per RBI approved norms), Insurance Agent etc. The revenues arising through the service offerings facilitated by CSC-SPV India is expected to bring a considerable business value to the CSC. An indicative list of such identified services is enclosed as **Annexure-2** and the service mix could keep changing over time to make it relevant to the citizens.

C. **Service provider to Government Departments, Boards & Corporations**

CSCs are to be used as a service provider for requirements of various Departments/Boards/Corporations and Agencies of Haryana Government. It would be a cost effective and optimal mode of implementation of their requirements while enhancing the revenue potential of the CSC's.

D. **Establishment of CSC's in Haryana**

The State of Haryana shall promote the establishment of various entities into CSC's as per details below:

- a) CSC's established directly by CSC-SPV India
- b) Banking Correspondents
- c) Permanent Aadhar enrolment agents
- d) ALC centers of HKCL
- e) HARTRON approved workstations

3.2 **Benefits of the Convergence Model**

- (i) The project model is expected to deliver numerous benefits as a result of the convergence model both in terms of IT systems and Operations. At present, the Government departments maintain their own resident databases for administration of their respective schemes and programmes. As none of these databases interact with each other, there are a lot of inconsistencies in the same. It is envisaged to create a unified State Resident Database (SRDB)/ CIDR that will include interface with the Births and Deaths Registry, Aadhaar numbers and kept up-to-date at all times for access by all Departments. Conversion of manual administrative processes in eGovernance mode in a phased manner, integrated with the SRDB/CIDR, is certainly expected to improve the governance standards in terms of reliability, efficiency and transparency. The approach for end-to-end electronic services

delivery would not only be aligned with the Right to Service Ordinance already promulgated and the Electronic Services Delivery Act proposed to be enacted, but would be path breaking in terms of eliminating the physical interface between the service seeker and the service provider.

- (ii) Establishment of CSCs in the State would provide direct gainful self employment for more than 5,000 entrepreneurs/ skilled IT persons in the State in this process.
- (iii) More importantly, the establishment of CSCs in the State shall provide a pervasive operational IT environment for the Government. This has so far been seen as a one-way channel for delivery of G2C services. This provides an ideal foundation to bring citizens, especially those who do not have access to the digital infrastructure, closer to the Government. One of the fundamental advantages would be to gather data at the grass-root level and keep the same current and consistent at all points in time. The CSC thereby serves as a ready and easy channel for this purpose.

4. Number of CSCs

- (i) As per the 2011 Census, the total rural and urban population of Haryana is respectively 165.09 lakhs (i.e. roughly 65% of the population) spread across about 6,750 villages and the balance 88.42 lakhs (i.e. the remaining 35% population) distributed among the 78 Urban Local Bodies (ULBs). It has been decided that each Gram Panchayat shall be able to have at least a CSC. Accordingly, rural CSCs and urban CSC's are planned to be established across the State. The actual number of CSCs to be rolled out would, in any case, have to be aligned with the distribution of population in urban areas and no. of gram panchayats in rural areas.
- (ii) At present, a total of about 102 e-Disha Centres are functioning in the State and delivering services to the citizens. These are being managed through the District IT Societies (DITS). These would continue to be operated by the respective District Societies under the existing arrangements. However, the service delivery mechanisms, software/technology platforms and the service charges would be standardized with the norms applicable to the CSC.

5. Administrative Structure

This Scheme shall be administered through a three-tier administrative structure *i.e.* (i) CSC level, (ii) District level, and (iii) the State level. The proposed structure, the roles and responsibilities of each level are explained as under:

5.1 CSC level

The CSC operations are envisaged to be operated and managed by the selected VLE/ULE who will be formally authorized for the purpose. VLE/ULE shall be responsible for making investments on his Hardware requirements, connectivity charges, electricity expenditure, manpower and other operating costs for efficient management of the facility and delivery of services. He shall be bound by an Agreement to be executed and a code of conduct in this behalf. The Government will retain the right to withdraw the authorization and get the premises vacated (if provided) with three month's notice in the case of any defaults or unsatisfactory performance, misrepresentation, fraud, misconduct, embezzlement/ misappropriation of funds on the VLE/ULE's part. Depending on the severity of the case, the Government shall have the sole discretion to withdraw any or all authorizations to VLE/ULE without prior notice.

5.2 District level - DITS

Each District has a District IT Society (DITS), of which the Deputy Commissioner (DC) is the Chairman with the District Information Officer (DIO) of the NIC as member-secretary supporting the DC in this behalf. The selection of CSC Operators/ VLE/ULEs would be made by the respective Deputy Commissioners. The District e-Governance Society shall be responsible for administrative control, supervision and monitoring the working of the CSCs within its jurisdiction. It will also address any problems faced on account of smooth operations of the CSC, including technical, data and other operational matters. This Society will continue to operate and manage the e-Disha Ekal Sewa Kendras that provide citizen service at the district and tahsil/ block level. The electronic service delivery will be consistent whether it would be done by a CSC or the e-Disha Centre, but it may not be feasible to offer some services of e-Disha Kendra's at the CSCs.

5.3 State level - eSDA

An independent Division known as eSDA (Electronic Service Delivery Agency) has been created within Hartron which will act as the state level agency for operating this scheme. This Division shall be responsible for providing all necessary enabling technology, IT infrastructure, IT Operations and support for necessary business operations for successful operation of the scheme on a perpetual basis. An accounting unit for monitoring the receipt of Government and non-government payments received through the CSCs, reconciliation and electronic transfer of the funds to the respective receipt destinations shall also form a part of the responsibilities of the eSDA. Eventually, eSDA/NIC shall also take up the management of the State Resident Database (SRDB/CIDR) and shall become its custodian on behalf of numerous departments and

agencies. Besides, there will be focused business development function that will constantly work towards the inclusion of new services, both from the Government and private sectors. Further, in order to bring uniformity and high quality to all G2C services, this Division shall act as a catalyst by providing common platforms and services to all departments, thereby reducing redundancy and enhancing consistency in citizen services. The e-Disha Centre and CSC operations would be brought into a common governance framework.

- 5.4 The eSDA would enter into a formal Agreement with the CSC-SPV for operating the B2C services through the CSCs. Similarly, Agreements would be signed between the eSDA and each of the DITS containing the aforementioned Governance Structure, roles and responsibilities, their respective obligations and other terms and conditions.

6. Infrastructure pre-requisites for establishing a CSC

The establishment and operations of a CSC are incumbent upon the basic infrastructure comprising Internet connectivity, availability of power and power back-up, and Hardware and IT infrastructure facilities. These are explained as follows:

6.1 Internet Connectivity

All the CSCs have to operate through an integrated electronic service model. Hence, availability of reliable Internet connectivity constitutes a basic pre-requisite for its operations. Reliable connectivity has particularly been a challenge in rural areas. While broadband connectivity either through BBNL or other service providers can be used during the initial period, a more effective approach is necessary to address this requirement. The Government of India has decided to provide last mile connectivity for each and every village under its National Optic Fiber Network (NOFN) project. The work of Haryana jurisdiction has been assigned to the BBNL for this purpose. The operationalisation of NOFN is expected to effectively address the connectivity related concerns and connectivity options to the CSC would be worked out with BBNL once it becomes operational.

6.2 Availability of Power and back-up facilities

Assured availability of power for continuous operations of a CSC, is perceived as a major challenge keeping in view the regulated power supply in the rural areas. The situation is comparatively better in urban areas as compared to the rural areas. Provision for Gen-sets/UPS/ Invertors may be required to mitigate this factor to some extent, particularly in the rural areas under power supply regulation measures especially during the normal office hours. It is proposed to use laptops at rural CSC's.

6.3 Hardware and Supporting Infrastructure

Apart from the expenditure on normal furnishing (internal partitions, work-stations, counters for public service, and waiting area for the citizens), a CSC would need to be equipped with the following hardware and IT Infrastructure:

A. Compulsory Requirements		
#	Items	Qty
1	Computers (Desk Tops/ Laptops) for the CSC with operating system	Min 01
2	Multi-functional Device (Printer, Scanner, Copier etc.)	1
3	UPS	1
4	Internet connectivity (Min. 2 Mbps)	1
5	Any other equipment as required to deliver the service	-
B. Optional Requirements as per the services offered		
1	UID kit(Finger print scanner & IRIS scanner)	1
2	Tele-medicine Kit	1
3	Video conference Kit	1
4	PVC Card printer	1

The above table reflects the requirements of centre. It is felt that a CSC can start its operations with an investment of about Rs. 2.00 lakhs at the initial stage. In addition to the above, the VLE/ULE/ Operator would need to meet all routine expenses associated with the operations of the CSC

e-Wallet: Since the VLE/ULE would be authorised to deliver all the G2C services, including receipt of all Government Receipts and Utility/ULB Payments, the VLE/ULE/Operator would be required to maintain some funds in the e-Wallet as per requirement of the service.

7. Financial sustainability of the Administrative structure

- (i) A revenue sharing model has been worked out to ensure sustenance of the scheme operations in the long run as per the details below::Suitable examples are also shown to bring in clarity in understanding difference between Haryana G2C Services and CSC-SPV G2C services.

#	CSC Location	Revenue share to the VLE/ULE (Village/Urban Level Entrepreneur)	Revenue share to the DITS (District IT Society)	Revenue share to the eSDA(Hartron)
For Haryana G2C Services				
i	Urban	80%	10%	10%
ii	Rural	80%	10%	10%
Examples for Haryana G2C Services				
#	Name of service	VLE/ULE share	DITS share	eSDA share
1	Residence certificate	24	3	3
2	Income certificate	24	3	3
3	Issue of Birth certificate	8	1	1
4	Issue of Death certificate	8	1	1

#	CSC Location	Revenue share to the VLE/ULE	Revenue share to the DITS & eSDA(Hartron)	Revenue share to CSC-SPV, DeitY	
	For B2C Services and G2C services through CSC-SPV				
i	Urban	80%	15%(10% + 5%)	5%	
ii	Rural	80%	15%(10% + 5%)	5%	
Examples for G2C services through CSC-SPV					
#	Name of service	VLE/ULE share	DITS share	eSDA share	CSC-SPV share
1	PAN card	9.60	1.2	0.6	0.6
2	Printing of e-Aadhaar	12	1.5	0.75	0.75
3	Jeevan Pramaan Certificate	40	5	2.5	2.5
4	Printing of EPIC Card (New/Duplicate)	24	3	1.5	1.5

- (ii) Each of the administrative units is expected to plan and meet their operational expenditure requirements from the above revenue flows. The capital expenditure on provision/construction of the premises and part initial costs is not included in the above table.
- (iii) The service charges in respect of various services/transactions shall be uniform across the state and have been fixed by the Government as per **Annexure-1**. These will be reviewed periodically and

any changes to the service charges/ revenue sharing would be notified from time to time.

8. Process of Selection of the VLE/ULE/ CSC Operator and Training

- (i) Selection of right kind of entrepreneurs for manning and managing the operations of a CSC is a key determinant for the success of the Scheme. It is important that the CSC operator has a personal stake in the success of the CSC. Hence, the entrepreneurial capability becomes the first and foremost requirement of a CSC operator/ VLE/ULE. He has to have the capacity to make the minimum required investment in establishment of the basic infrastructure. While he is likely to emerge as an employment provider in due course of time as the business picks up, it is important that the person possesses the basic skills in computers applications/ operations.
- (ii) Keeping the above in view, the respective Deputy Commissioners shall be responsible for the selection of the VLE/ULEs/ CSC Operators within their jurisdiction as they would eventually take the ownership of these operators and the CSCs. In case of areas under the Municipal Corporations, the selection of the CSC Operators shall be made jointly by the Deputy Commissioner and the concerned Municipal Commissioner.
- (iii) By way of broad guidelines, which may be suitably adjusted as considered appropriate by the concerned DCs, it is suggested that, in so far as feasible, preference may be given to the local talented youth in selection of the suitable candidates. Again, it is for the Deputy Commissioners to decide the mode and method of selection i.e. by inviting applications through advertisements or walk-in-interviews etc. as they deem appropriate so long as the process is kept objective and transparent.

Order of preference with educational qualifications	Order of preference	Other requirements
1. B.Tech/MCA/ BCA or 2. Two year ITI in computer applications after 10 th or 3. Diploma in Computers/IT/ Electronics after 10 th . However, if the duration of diploma is less than 1 year, Haryana State-Certificate in Information Technology (HS-CIT) certification from Haryana Knowledge Corporation Limited (HKCL) is required within one year of appointment as VLE/ULE or 4. Graduate/ 10+2 with atleast 6 months certificate course in computer applications. However, in this case, HS-CIT certification from HKCL is required within one year of appointment as VLE/ULE.	(i) From the Village/gram panchayat concerned where the CSC is located; (ii) From any of the surrounding panchayat if not available from the given panchayat; (iii) From the Block/ Tehsil within which the CSC is situated	Financial capacity to initially invest an amount of about Rs. 0.75 Lakh in Hardware and supporting infrastructure and expanding the same subsequently as per the services rollout.

- (iv) On being selected, the VLE/ULE/Operator shall be required to enter into an Agreement with the DITS, with back-to-back reference to the Agreement signed between the eSDA and the concerned DITS, governing the terms and conditions of authorisation, withdrawal of authorisation, code of conduct etc. The agreement will be for an initial period of three years and shall be extended periodically subject to satisfactory performance of VLE/ULE. The Standard Model Agreement shall be prepared by the eSDA to assist the DITS in this behalf.
- (v) The selected VLE/ULEs/ Operators would be imparted necessary orientation training in order to enable them to start their operations, followed by hand-holding support and in-between refresher training sessions. The training labs shall be established at district level under the aegis of the District e-Governance Society (under the Chairmanship of respective Deputy Commissioners) for the purpose. The eSDA shall facilitate the engagement of a suitable agency for imparting planned training to the VLE/ULEs/ Operator and limited number of their staff for which the expenditure

would be met out of the funds available with the State IT Society. However, the travel and boarding/ lodging related expenses shall be borne by the VLE/ULE/ Operator.

- (vi) The working and performance of the VLE/ULE/ CSC Operator shall be monitored regularly by the State and District e-Governance Societies to determine the business turnover, service quality and other factors.

9. Authorisation of the VLE/ULE/ Service Provider for delivery of Services under this Scheme

- (i) Upon successful completion of the orientation training, the selected Village Level Entrepreneur/ CSC Operator would be issued a formal letter of Authorisation, under the authority of Electronics & IT Department of the State, to act as the authorised person to transact the complete basket of services covered under this Scheme. This authorisation shall be valid for all the services notified to be delivered through the CSCs and the concerned line Departments are deemed to have authorised the CSCs for the purpose.
- (ii) The Authorisation Letter shall specify the period of Validity of such authorisation and shall be displayed prominently at the CSC premises at all times;
- (iii) The concerned DITS shall issue Identity Cards to the VLE/ULEs/ CSC operator valid for the period of authorisation. The CSC operator, in turn, shall be required to issue Identity Cards to the staff engaged by him to carry out the operations for the CSC;
- (iv) It is highlighted that this Scheme is notified following a private business model wherein the VLE/ULE/ CSC Operator, in his or her individual capacity, acts as an authorized agent or a 'franchisee' to enable electronic delivery of citizen services as per the vision and model envisaged by the Government. While this scheme envisages positive returns for the VLE/ULE/ CSC Operator, no guarantee of income is provided herein. The VLE/ULEs success will be determined by his or her desire, dedication, efforts, knowledge, experience, entrepreneurial/ financial/ other capacity, ability to follow directions and personal talent. As with any business, the results can vary and the VLE/ULE is expected to the risks attendant with the CSC Scheme. The CSC scheme provides authorization to VLE/ULE to deliver electronic services on behalf of Government. It does not create any right or automatically entitle VLE/ULE to be provided with employment of permanent or temporary nature in Government.

10. Provision for CSC Premises

The Government premises shall be provided to the VLE/ULE wherever possible by respective Deputy Commissioners, however, if not available VLE/ULE can operate from private premises maintained by them at their own cost subject to conformance of minimum prescribed norms.

#	Description	
1	Room size	10 ft X 10 ft
2	Computer table	One
3	Chair	Three
4	Fan	One
5	Drinking water	One camphor
6	Tubelight	02
7	Power supply for 1-3 computers , one printer, fan, tubelight etc.	

Wherever Government premises is provided, lease rent would be charged @ fixed amount of Rs. 500/- per month.

Annexure-1						
Sr. No	Department	Service to be offered	Point of Service	Existing Service Charges	Role	Approved Service Charges
1	All Departments	Receipt of Applications under RTI	Both		A	10
2		Grievance Registration (HARSAMADHAN)	Both		A	10
3		Printing of any application form	Both		P	5 per page
4		Appointment for Registration of	CSC		A	10

Annexure-1						
Sr. No	Department	Service to be offered	Point of Service	Existing Service Charges	Role	Approved Service Charges
	Revenue & Disaster Management	Deeds				
5		Registration of Deeds	eDisha	100-300	eS	200
6		Application for certified copy of Registered Deed	CSC		A	10
7		Certified copy of Registered Deed	eDisha		eS	50
8		Application for entering of Mutation	CSC	30-50	A	10
9		Application for certified copy of sanctioned Mutation	CSC	15-50	A	10
10		Certified copy of sanctioned Mutation	eDisha	15-50	eS	10 for 1st page + 5 per additional page
11		Application for certified Nakal of Jamabandi	CSC	15-50	A	10
12		Certified Nakal of Jamabandi	eDisha	15-50	eS	10 for 1st page + 5 per additional page
13		Application for providing copy of Land Records	Both		A	10
14		Caste Certificate (SC/ST/BC/OBC)	Both	10-30	C	30
15		Tapriwas/ Vimukt Jaati Certificate	Both	10-30	C	30
16		Residence Certificate	Both	10-30	C	30
17		Rural Area Certificate	Both	10-30	C	30
18		Composite Certificate (Caste, Residence & Birth)	Both		C	30
19		Income Certificate	Both	10-30	C	30
20	Forest & Wildlife	Application for purchase of Trees from Tree-growers				10
21		Application for permissions for felling of trees				30
22		Application for NoCs in respect of PLPA or FOREST or Restricted lands and grant of NOC	Both			30
23	Power	Application for New Electricity Connection	Both	0	A	20
24		Application for Temporary Electricity Connection	Both	0	A	20
25		Application for Enhancement of Electricity Load	Both	0	A	20
26		Printing of duplicate electricity Bill	Both		D	20
27		Collection of payment for	Both		G	Nil to

Annexure-1						
Sr. No	Department	Service to be offered	Point of Service	Existing Service Charges	Role	Approved Service Charges
		electricity bill				Citizen, Utility will pay
28		Meter Reading	CSC		G	
29		Bill Generation & Printing	CSC		G	
30		Bill Distribution	CSC		G	
31		Provisional Bill generation	Both		P	10
32	Finance	Receipt of Govt. Payments/ Fees up to Rs. 1,000/-	Both		No Charges	
33		Issue of Non-Judicial/ Judicial stamps & Stamp Papers	Both		G	Nil
34	Urban Local Bodies and Health	Application for Birth Registration	Both		A	10
35		Issue of Birth Certificates	Both	7-25	C	10 per copy
36		Application for Correction of Birth records	Both		A	10
37		Application for inclusion of name in Birth Certificate	Both		A	10
38		Application for Death Registration	Both		A	10
39		Issue of Death Certificates	Both	7-25	C	10 per copy
40	Health	Application for Issue of Disability /Handicap Certificate	Both	0	A	10
41	Admn: Home	Application for Marriage Registration	Both		A	20
42	Executor: Urban Local Bodies & Revenue	Issue of Marriage Certificate	Both		C	20 per copy
43	Urban Local Bodies	House/ Property Tax Collections	Both	0	ULB will pay	
44						
45	Public Health Engineering	Duplicate House Tax Bill	Both	0	D	20
46		Application for New water connection	Both	0	A	10
47		Application for Sewerage connection	Both	0	A	10
48		E-billing and payment / Collection system	Both		G	PHE will pay, to be worked out
49	Home	Printing of duplicate water/sewerage/bill	Both		D	20
50		Application for Verification for tenants/ servants	Both		A	10
		Verification for Clearance certificate	Both		A	10

Annexure-1						
Sr. No	Department	Service to be offered	Point of Service	Existing Service Charges	Role	Approved Service Charges
51		Application for 'Permission/ No objection certificates' for carrying out processions/ holding public meetings	Both		A	50
52	Social Justice and Empowerment	Application for Old Age Samman Allowance Scheme	Both	0	A	10
53		Application for Pension to Widows	Both	0	A	10
54		Application for Pension to Destitute Women	Both	0	A	10
55		Application for Disability Pension	Both	0	A	10
56		Application for Ladli Scheme	Both	0	A	10
57		Application for Kanyadan Scheme	Both	0	A	10
58		Application for Financial Assistance to Destitute Children	Both	0	A	10
59		Application for Financial Assistance to Non School going Disabled Children	Both		A	10
60		Application for Financial Assistance to Kashmiri Migrants Families Scheme	Both		A	10
61		Application for Rajiv Gandhi Pariwan Bima Yojna	Both		A	10
62		Application for National Family Benefit Scheme	Both	0	A	10
63		Application for Scholarships to physically disabled students	Both	0	A	10
64		Application for Unemployment allowance to Physically Disabled Persons	Both		A	10
65		Application for Indira Awas Yojna	Both	0	A	10
66		Application for BPL Scheme	Both	0	A	10
67	Welfare of Scheduled Castes & Backward Classes	Application for Financial Awards to the victims of atrocities under SC/ST (PoA) Act, 1989 and PCR Act 1955	Both		A	10
68		Application for Dr. Ambedkar Medhavi Chhatra Yojna	Both		A	10
69		Application for Annusuchit Jati Chhatra Uchch Siksha Prosahan Yojna	Both		A	10
70		Application for Financial Assistance to Higher Competitive Entrance Examination to SCs & BCs Students	Both		A	10

Annexure-1						
Sr. No	Department	Service to be offered	Point of Service	Existing Service Charges	Role	Approved Service Charges
71		Application for Financial Assistance for Training to SC candidates in un-organised sector through private Institutions	Both		A	10
72		Application for Babu Jagjivan Ram Chhatrawas Yojna	Both		A	10
73		Application for Pre-matric Scholarship to Children whose parents are engaged in un-clean occupations	Both		A	10
74	Education	Printing of detailed marks sheet/ Result/ Provisional Certificate	Both		P	10
75		Issue of admit card/ Duplicate admit Cards	Both		P	10
76	Elections	Application for addition of name in voter list	Both		A	10
77		Application for correction of name in voter list	Both		A	10
78		Application for inclusion of name in voter list through transfer	Both		A	10
79		Application for Objection/ deletion in Voter list	Both		A	10
80		Facilities for online registration and disposal of complaints regarding electoral rolls, EPIC, elections etc. using the application developed by the ECI	Both		A	10
81		Issue of copy of electoral rolls	Both		P	5 per page
82	Transport	Issue of Learner Driving License	eDisha	50-150	eS	50
83		Issue of Permanent Driving License	eDisha	100-200	eS	150
84		Renewal of Permanent Driving License	eDisha	100-200	eS	150
85		Issue of Duplicate Permanent Driving License	eDisha	100-200	eS	150
86		Endorsement of new class in Driving License	eDisha	50-200	eS	150
87		Issue of Conductor License	eDisha	50-150	eS	100
88		Registration of new Vehicle	eDisha	100-500	eS	200
89		Transfer of Ownership of vehicles	eDisha	100-275	eS	200
90		HPA Entry/Cancellation	eDisha	100-275	eS	100
91		Issue of NOCs	eDisha	0-200	eS	100
92		Issue of Duplicate Registration	eDisha	100-275	eS	200

Annexure-1						
Sr. No	Department	Service to be offered	Point of Service	Existing Service Charges	Role	Approved Service Charges
93		Application for Issue of Bus Passes	Both		A	10
94		Issue of Bus Passes	To be decided later in consultation with the Transport Department			
95	Employment	Application for Registration of Job Seekers	Both		A	10
96		Application for Registration under One Family One Job Scheme	Both		A	10
97		Application for Addition of Qualification, Experince, and other related certificates	Both		A	10
98		Application for Regn. of Renewal and Grace period of two months for Renewal	Both		A	10
99		Application for Relaxation in Renewal after delay of two months	Both		A	10
100		Application for providing of free travel vouchers for interviews to all eligible applicants	Both		A	10
101		Application for unemployment allowance	Both		A	10
102		Food & Supplies	Application for Issue of New Ration Cards on receipt of D-1 Forms	Both	0-10	A
103	Application for Issue of Ration Card on receipt of surrender Certificate		Both		A	10
104	Application for issue of Duplicate Ration Card		Both	0-10	A	10
105	Application for Inclusion/ Deletion of family member's name in Ration Card		Both	0-10	A	10
106	Application for Change of Address including change of Fair Price Shop (FPS)		Both	0-10	A	10
107	Application for Issue of Surrender Certificate		Both	0-10	A	10
108	Application for Change of Address within same jurisdiction		Both	0-10	A	10
109	UIDAI	Printing of E-Aadhar	Both		P	15
Abbreviations: ‘A’ for Receipt of Application and its uploading; ‘C’ for Certificate Issuance; ‘D’ for Duplicate Bill; ‘G’ for ‘Government will Pay; ‘P’ for Print-out; and ‘eS’ for Electronic service.						
Note: Revenue share between VLE/ULE, eSDA, DITS & CSC-SPV shall be as per Clause 7(i). Any changes shall be notified separately.						

Annexure-2		
CSC India Online Portal		
Indicative list of B2C Services and details of Commission Paid		
Operator	Service	Commission Paid by Service Provider (%) / amount paid by citizen
Aircel	Aircel E top up	3.85
Airtel	Airtel DTH Echarge	2.95
	Airtel ETop-GT	1.85
Big TV	BIGTV E-charge	3.35
BSNL	BSNL Recharge & Top UP	3.43
Dish TV	DishTv Echarge	2.60
Docomo	Tata Docomo	2.60
E Tag	Etag Top up	0.85
Idea	IDEA E-charge	2.35
Loop	LOOP MUM-Etopup	3.60
MTNL	MTNL Delhi Recharge	4.35
	MTNL Delhi Topup	4.35
	MTNL MUM Recharge	4.85
	MTNL MUM TOPUP	4.85
MTS	MTS E-Charge & FRC	4.85
	MTS Mblaze Prepaid	4.85
My Bus Ticket	MyBusTicket Booking	5.35
Oxicash E Charge	Oxicash E-char	0.60
RIM	RIM E-Recharge	3.10
	RIM GSM E-Char	3.10
	RIM NETConnect Postpaid	0.85
	RIM NETConnect Prepaid	3.10
Sun TV	SUNTV E-Charge	4.80
T24	T24 Etopup	2.60
TATA	Tata E-charge	2.60
	Tata PCO E-cha	1.38
	Tata Photon Postpaid	1.00
	Tata Photon Prepaid	2.60
	Tata WalkyE-Charg	2.60
	TataSkyE-topup	3.35
	Virgin E-TopUp	3.85
	VirginGSM Echr	4.35
Uninor	Uninor-FRC,STV E Top Up	4.35
Videocon	Videocon Ker Topup	5.10
	Videocon TN, CHN Rech	4.90
	Videocon HAR, PB	4.60
	Videocon Guj Recharge	4.40
	Videocon UPE, UPW	4.35
	Videocon MUM Topup	3.85
	Videocon MP Topup	3.60
	VideoconTNCHN TOPUP	4.90
Vodafone	Vodafone E-charge	2.10
Bill payments	BILLAirtel landline	0.50
	BILLPay Airtel Mob	0.50

Annexure-1						
Sr. No	Department	Service to be offered	Point of Service	Existing Service Charges	Role	Approved Service Charges
		BILLPay BSES T			0.60	
Bill Payments		BILLPay BSNL			1.35	
		BILLPay Bsnl Landline			1.35	
		BILLPay Bsnl Mobile			1.35	
		BILLPay Docomo			1.00	
		BILLPay LOOP			0.85	
		BILLPay RIM Cdma			0.85	
		BILLPay RIM Gsm			0.85	
		BILLPay Tata			1.00	
		BILLPay Virgin			1.60	
	Infibeam.com	e-Commerce Store			2.00	
	Hungama	Entertainment			26.00	
	MS Digital Literacy Course	E-learning			100.00	
	Pan Card	Pan Card Issuance			12.00	
	NIELIT Facilitation Centers	Cost for Online Form Submission and Fee Collection			55.00	
	NIELIT Facilitation Centers	Cost for Registration Fee Collection only			20.00	
	NIELIT Facilitation Centers	Cost of Examination Form Submission, Fee Collection and Printing of Exam Admit Card			30.00	
	NIELIT Facilitation Centers	Cost for Examination Fee Collection only			20.00	
	NIELIT Facilitation Centers	Cost of Result Declaration and printing of Grade Card			15.00	
Election Services						
Election Department or CSC-SPV		Application for Addition of name in the electoral rolls			10.00	
		Application for Deletion of name in the electoral rolls			10.00	
		Application for Modification of name/ other details in the electoral rolls			10.00	
		Application for Transposition of name in the electoral rolls			10.00	
		Printing of EPIC card (New / Duplicate)			30.00	
		Printing of Electoral roll (Per Page)			3.00	
		Search Services (Name in Electoral Roll, Name of Polling Station, Status of Application, Status of Grievance etc.)			2.00	
	Election Department or CSC-SPV	Application for Issue of Replacement of Elector's Photo Identity Card (EPIC)			10.00	
Note: Revenue share between VLE/ULE, eSDA, DITS & CSC-SPV shall be as per Clause 7(i). Any changes shall be notified separately.						